



**JOB TITLE: POLICE OFFICER
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

The purpose of this position is to enhance public safety by deterring and investigating criminal activity, enforcing applicable laws and ordinances, mitigating traffic and other safety hazards, and rendering assistance as needed. Reports to Police Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains a current knowledge of criminal law, city ordinances and other critical elements of law enforcement and peace keeping.

Patrols assigned zone to maintain visibility and observe and deter possible criminal activity.

Responds to all requests for assistance relayed by communications officers.

Issues tickets to moving and parked traffic violators; impounds abandoned vehicles as warranted.

Assumes control at traffic accidents, assists victims, and investigates causes of accidents.

Directs traffic and assists motorists, attends to malfunctioning traffic signals, monitors school crossings, provides escort for funeral processions or other situations.

Investigates crimes, interviews witnesses, complainants, and victims. Processes crime scenes; collects, analyzes, and preserves evidence for court use. Contacts complainants and/or victims of crimes to inform them of progress of investigations.

Serves warrants, summonses, subpoenas, civil, and other official papers. Seizes evidence and contraband uncovered in such duties.

Conducts surveillance of known and suspected criminals. Works undercover to obtain evidence of criminal activity and further investigations. Directs and documents the activities of confidential informants.

Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests. Transports arrestees to detention centers and oversees booking.

Serves as a witness in court as required.

Investigates complaints, accidents, or hazardous conditions which might endanger public safety.

Investigates and reports fires or other related events, provides backup and security and crowd control for Fire Department/EMS or other officials.

Prepares various official reports as required; submits reports to superior officer.

Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.

Transports mental patients and detainees to prescribed locations as necessary.

Answers questions asked by the general public; works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.

POLICE OFFICER

Watches for wanted or missing persons and lost children; administers first-aid to the injured in emergencies; reports stray animals to proper authorities.

ADDITIONAL JOB FUNCTIONS

When serving as a Field Training Officer, conducts departmentally-required training of new police recruits and monitors the recruit's performance and progress. Determines additional training needs for recruits by identifying areas of deficiency, and develops recommendations to supervisors regarding status of recruits following training period.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Must be a U.S. Citizen to meet P.O.S.T. standards. High School diploma (or GED equivalent) and required in-service training with the Field Training Officer; or any equivalent combination of education, specialized training and experience which provides the requisite knowledge, skills, and abilities for this position. Must maintain required level of proficiency and certification in the use of firearms and evasive action/driving skills and possess a valid Georgia driver's license. Must complete minimum of 20 hours annual in-service training to maintain P.O.S.T. certification.

Must possess a high level of knowledge, skills and abilities in urban, rural and community based police operations. Must have the ability to serve in a variety of circumstances, including but not limited to automobile patrols, patrols on foot, boat and all-terrain vehicles. Patrols and dispatches will include wild land areas, woodlands and wetlands along the Chattahoochee river basin that serves as a major boundary of the community.

FLSA STATUS: Non-exempt

POLICE OFFICER

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of law enforcement equipment such as handcuffs, flashlight, firearm, chemical sprays, police baton, etc. Must be physically able to operate a motor vehicle and a firearm. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for physically active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information related to law enforcement. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to law enforcement. Requires the ability to write reports. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques related to law enforcement; to make independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instruction.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add, subtract, multiply and divide figures; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with law enforcement equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using firearms, law enforcement equipment, and a motor vehicle.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, including firearms, law enforcement equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERMENT: Requires the ability to deal with people beyond giving and receiving instructions related to law enforcement. The worker needs to relate to people in situations involving more than giving or receiving instructions under stressful situations. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear.)